

Form for 1.2.1 (Page 1 of 28)
National Sheriffs' Association Physical Security Checklist

Exterior

Yes No

Perimeter (e.g., fences and gates)

- | | | |
|--|-------|-------|
| 1. Is the perimeter of the courthouse grounds clearly defined by a fence, wall, or other type of physical barrier? | _____ | _____ |
| 2. Briefly describe the barrier and its condition. | | |
| | | |
| 3. Does the barrier limit or control vehicle or pedestrian access to the courthouse? | _____ | _____ |
| 4. Are gates solid and not in need of repair? | _____ | _____ |
| 5. Are gates locked properly? | _____ | _____ |
| 6. Are gate hinges secure? | _____ | _____ |

Lights

- | | | |
|--|-------|-------|
| 1. Is the entire perimeter lighted? | _____ | _____ |
| 2. Are lights on all night? | _____ | _____ |
| 3. Are light fixtures suitable for outside use (i.e., are they weather- and tamper-resistant)? | _____ | _____ |
| 4. Are lights and wiring inspected regularly? | _____ | _____ |
| 5. Lights are controlled: | | |
| a. automatically | _____ | _____ |
| b. manually | _____ | _____ |
| 6. Are control switches inaccessible to unauthorized persons? | _____ | _____ |

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- | | Yes | No |
|---|-------|-------|
| 7. Do any exterior or perimeter lights have an auxiliary power source? | _____ | _____ |
| 8. Excluding parking areas, describe lighting of the building grounds: | | |
| a. fully illuminated | _____ | _____ |
| b. partially illuminated | _____ | _____ |
| c. not illuminated | _____ | _____ |
| 9. Is the exterior of the building (particularly entry points) sufficiently lighted to discourage unlawful entry attempts or placement of explosives against the walls? | _____ | _____ |
| 10. Are public areas (including parking spaces and walkways) sufficiently lighted to discourage attacks against persons or vehicles? | _____ | _____ |

Parking Areas

- | | | |
|---|-------|-------|
| 1. Is entry to and exit from parking areas controlled by: | | |
| a. guard | _____ | _____ |
| b. an electrically operated gate | _____ | _____ |
| c. other (specify) | | |
| 2. Who provides the guard service? | | |
| 3. What hours are guard services provided?_____ | | |
| 4. Are parking areas watched by closed-circuit TV? | _____ | _____ |
| 5. Are frequent inspections made of parking area and vehicles not guarded or monitored through closed-circuit TV? | _____ | _____ |

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| | Yes | No |
|---|-------|-------|
| 6. Is a reserved parking lot on courthouse grounds? | _____ | _____ |
| 7. Is the reserved area closed or locked during nonbusiness hours? | _____ | _____ |
| 8. Is the reserved area protected by a fence? | _____ | _____ |
| 9. Are signs posted there? | _____ | _____ |
| 10. Do reserved parking spaces block access to the courthouse by fire or other emergency vehicles? | _____ | _____ |
| 11. Is there reserved parking for judges? | _____ | _____ |
| 12. Is there reserved parking for court staff? | _____ | _____ |
| 13. Is there reserved parking for jurors and witnesses? | _____ | _____ |
| 14. Who else has reserved parking? _____ | | |
| 15. Are parking spaces reserved by name? | _____ | _____ |
| 16. Are parking spaces reserved by number? | _____ | _____ |
| 17. Is access to the garage strictly controlled? | _____ | _____ |
| 18. Are there adequate communications equipment and an alarm at the guard station in the garage? | _____ | _____ |
| 19. Is there direct access for judges from the garage to nonpublic elevators or restricted corridors? | _____ | _____ |

Landscaping

| | | |
|--|-------|-------|
| 1. Do landscape features provide places for potential intruders to hide? | _____ | _____ |
|--|-------|-------|

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- | | Yes | No |
|---|-------|-------|
| 2. Are there items such as bricks, stones, or wooden fence pickets which could be used by intruders as weapons, missiles, or tools? | _____ | _____ |
| If yes, describe items _____ | | |

Building

Doors, Windows, and Other Openings

- | | | |
|--|-------|-------|
| 1. Are all exterior doors at least 1¾-inch solid core wood, metal clad, or metal? | _____ | _____ |
| 2. Are all exterior doors properly equipped with cylinder locks, deadbolts, or quality padlocks and hasps? | _____ | _____ |
| 3. Are doors with windows equipped with double-cylinder locks or quality padlocks? | _____ | _____ |
| 4. Are all exterior doors equipped with intrusion alarms? | _____ | _____ |
| 5. Are all hinge pins internally located, welded, or otherwise treated to prevent easy removal? | _____ | _____ |
| 6. Are doors with panic, or emergency, hardware also fitted with anti-intrusion bars? | _____ | _____ |
| 7. Do doors with panic locks have auxiliary locks for use when the building is not occupied? | _____ | _____ |
| 8. Are exterior locks designed or exterior door frames built so that the door cannot be forced by spreading the frame? | _____ | _____ |
| 9. Are exterior locks firmly mounted so that they cannot be pried off? | _____ | _____ |

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| | Yes | No |
|--|-------|-------|
| 10. Are exterior door bolts protected or constructed so that they cannot be cut? | _____ | _____ |
| 11. Are exterior padlocks in place when doors are unlocked? | _____ | _____ |
| 12. Are exterior padlock hasps installed so that the screws cannot be removed? | _____ | _____ |
| 13. Are exterior door padlock hasps made with a grade of steel difficult to cut? | _____ | _____ |
| 14. Are all unused doors permanently locked? | _____ | _____ |
| 15. Are windows that could be used for entry protected with: | | |
| a. locking devices | _____ | _____ |
| b. metal bars | _____ | _____ |
| c. mesh | _____ | _____ |
| d. intrusion alarms | _____ | _____ |
| e. other (specify) _____ | | |
| 16. Are window bars and mesh securely fastened to prevent easy removal? | _____ | _____ |
| 17. Are windows on the ground floor made of tempered glass or ballistic plastic? | _____ | _____ |
| 18. Are all windows not needed for ventilation permanently sealed or locked? | _____ | _____ |
| 19. Are openings to the roof (doors, skylights, etc.) securely fastened or locked from the inside? | _____ | _____ |
| 20. Is internal access to the roof controlled? | _____ | _____ |

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| | Yes | No |
|---|-------|-------|
| 21. Is the roof accessible by means of: | | |
| a. fire escape | _____ | _____ |
| b. another building | _____ | _____ |
| c. a pole or tree | _____ | _____ |
| d. other (specify) _____ | | |
| 22. Do roof openings have intrusion alarms? | _____ | _____ |
| 23. Are openings to the building (e.g., tunnels, utility and sewer manholes, culverts, and service ports) properly secured? | _____ | _____ |
| 24. Is a key-control system in effect? | _____ | _____ |
| 25. Who is responsible for the key control system? _____ | | |
| 26. Are building entrance keys issued on a limited basis? | _____ | _____ |
| 27. Are master keys kept securely locked and issued on a strictly controlled basis? | _____ | _____ |
| 28. Can the key-control officer replace locks and keys at his discretion? | _____ | _____ |
| 29. Must duplication of keys be approved by the key-control officer? | _____ | _____ |
| 30. Is the number of entrance doors in use reduced to the minimum necessary? | _____ | _____ |
| 31. Do judges and court officers have a private entrance to the building? | _____ | _____ |

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| | Yes | No |
|--|-------|-------|
| Ceilings and Walls | | |
| 1. Do all walls extend to the ceiling? | _____ | _____ |
| 2. Are drop or removable ceilings used in the courthouse? | _____ | _____ |
| 3. Where? _____ | | |
| Emergency Power System | | |
| 1. Is the main power source dependable? | _____ | _____ |
| 2. Is there a dependable auxiliary power source for emergencies? | _____ | _____ |
| Alarms | | |
| 1. Does the courthouse have an intrusion alarm system? | _____ | _____ |
| 2. Does the system meet Underwriters' Laboratories standards? | _____ | _____ |
| 3. Is the system regularly tested? | _____ | _____ |
| 4. How often? _____ | | |
| 5. Is the system covered by a service and maintenance contract? | _____ | _____ |
| 6. If not under contract, who provides the service and maintenance? _____ | | |
| 7. Was the alarm system properly installed? | _____ | _____ |

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| | Yes | No |
|---|-------|-------|
| 8. Where does the alarm system terminate? | | |
| a. sheriff's department | _____ | _____ |
| b. local law enforcement office | _____ | _____ |
| c. commercial control station | _____ | _____ |
| d. other (specify) _____ | | |
| 9. Is there an emergency power source for all alarms? | _____ | _____ |
| 10. Does the emergency power source cut in automatically? | _____ | _____ |
| 11. Are records maintained of all alarm signals (e.g., time, date, location, cause, and action taken)? | _____ | _____ |
| 12. Who keeps these records? _____ | | |
| 13. What is the response capability (in time and manpower)? | | |
| Time _____ | | |
| Manpower _____ | | |
| 14. What are the weaknesses or gaps in the existing alarm system? _____ | | |

Safe and Vaults

| | | |
|--|-------|-------|
| 1. Are safes and vaults equipped with an alarm system? | _____ | _____ |
| 2. What type of alarm system? _____ | | |

Fire Protection

| | | |
|--|-------|-------|
| 1. Does the courthouse comply with local fire codes? | _____ | _____ |
|--|-------|-------|

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- | | Yes | No |
|---|-------|-------|
| 2. Does the fire marshal routinely inspect the courthouse? | _____ | _____ |
| 3. When was the courthouse last inspected by the fire marshal? _____ | | |
| 4. Did the fire marshal approve the building? | _____ | _____ |
| If not, why? _____ | | |
| 5. Does the building have fire alarms? | _____ | _____ |
| 6. Does the building have smoke detectors? | _____ | _____ |
| 7. Does the building have a sprinkler system? | _____ | _____ |
| 8. Does the building have fire extinguishers? | _____ | _____ |
| 9. Does the building have emergency fire hoses? | _____ | _____ |
| 10. Does the building have an adequate water supply? | _____ | _____ |
| 11. Does the building have standpipes? | _____ | _____ |

Utility Control Points

- | | | |
|---|-------|-------|
| 1. Are utility and plumbing access plates and doors locked or sealed when not in use? | _____ | _____ |
|---|-------|-------|

**Attic, Basements, Crawl Spaces, and
Air-Conditioning and Heating Ducts**

- | | | |
|--|-------|-------|
| 1. Do basement doors have intrusion alarms? | _____ | _____ |
| 2. Are basement doors securely fastened or locked when not in use? | _____ | _____ |

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- | | Yes | No |
|--|-------|-------|
| 3. Are doors to basements, utility rooms, boiler rooms, crawl spaces, and attics locked when not in use? | _____ | _____ |
| 4. Are crawl spaces secured from unauthorized entry? | _____ | _____ |
| 5. Are air-conditioning and heating vent openings in public areas secure from tampering? | _____ | _____ |

Elevators

- | | | |
|---|-------|-------|
| 1. Are private elevators provided for judges? | _____ | _____ |
| 2. Are certain elevators used exclusively to move prisoners? | _____ | _____ |
| 3. Are prisoner elevators marked "Not for Public Use"? | _____ | _____ |
| 4. Are prisoner elevators controlled by key? | _____ | _____ |
| 5. Are prisoner elevators programmed to bypass floors? | _____ | _____ |
| 6. Do elevators separate prisoners from escorts by metal bars or grilles? | _____ | _____ |
| 7. Are prisoner elevators equipped with: | | |
| a. alarms | _____ | _____ |
| b. telephones | _____ | _____ |
| c. closed-circuit TV | _____ | _____ |
| d. other (specify) _____ | | |

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| Storage Areas for Arms and Dangerous Substances | Yes | No |
|---|------------|-----------|
| 1. Which of the following dangerous substances are stored in the courthouse? | | |
| a. weapons | _____ | _____ |
| b. ammunition | _____ | _____ |
| c. tear gas | _____ | _____ |
| d. other (specify) _____ | | |
| 2. Are dangerous substances stored in a restricted area? | _____ | _____ |
| 3. Are dangerous substances stored in a secure room? | _____ | _____ |
| 4. Does the storage area have an intrusion alarm? | _____ | _____ |
| 5. Is the door there solidly constructed? | _____ | _____ |
| 6. Are hinge pins concealed or welded to prevent removal? | _____ | _____ |
| 7. Does this door have an adequate cylinder lock? | _____ | _____ |
| 8. Does this door have an adequate padlock? | _____ | _____ |
| 9. Do windows in the storage area have steel bars, or mesh, or are they permanently sealed? | _____ | _____ |
| 10. Is the storage area well ventilated? | _____ | _____ |
| 11. Does the storage area have fire detection equipment? | _____ | _____ |
| 12. Does the storage area have a sprinkler system? | _____ | _____ |
| Communications | | |
| 1. Are communications adequate? | _____ | _____ |

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| | Yes | No |
|---|-------|-------|
| 2. If not, what is needed? _____ | | |
| 3. What communications are available in the courthouse? | | |
| a. telephone | _____ | _____ |
| b. radio | _____ | _____ |
| c. telegraph | _____ | _____ |
| d. teletype | _____ | _____ |
| e. public address system | _____ | _____ |
| f. other (specify) _____ | | |
| 4. Is there more than one communications system used exclusively by security personnel? | _____ | _____ |
| 5. Is there more than one communications system used exclusively for security purposes? | _____ | _____ |
| 6. Who operates the public address system? _____ | | |
| 7. Radios in the courthouse consist of: | | |
| a. sheriff's base station | _____ | _____ |
| b. unit in security or bailiff office netting to sheriff's base station | _____ | _____ |
| c. hand-held portables used by bailiffs | _____ | _____ |
| d. hand-held portables used by security officers | _____ | _____ |
| e. other (specify) _____ | | |

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| | Yes | No |
|---|-------|-------|
| 8. Can radios net with: | | |
| a. local police | _____ | _____ |
| b. State police | _____ | _____ |
| c. other sheriffs' departments | _____ | _____ |
| d. other (specify) _____ | | |
| 9. Is maintenance of radio equipment adequate? | _____ | _____ |
| 10. Do base stations have an auxiliary power source? | _____ | _____ |
| 11. Is there a duress code signal? | _____ | _____ |
| 12. Do all telephones go through a building switchboard? | _____ | _____ |
| 13. Does the switchboard have any security safeguards? | _____ | _____ |
| 14. Can teletypes communicate with outside security agencies? | _____ | _____ |
| 15. Which agencies? _____ | | |

Storage Areas for Records

| | | |
|---|-------|-------|
| 1. Are fire detection devices in the records storage area? | _____ | _____ |
| 2. Is a sprinkler system in the records storage area? | _____ | _____ |
| 3. Are current records stored during nonbusiness hours in locked rooms or locked filing cabinets? | _____ | _____ |
| 4. Are records storage areas inaccessible to unauthorized persons? | _____ | _____ |
| 5. Are there checkout procedures for all records? | _____ | _____ |
| 6. Is space available in or near the clerk's office for the public to review documents? | _____ | _____ |

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| Public Area (waiting areas, rest rooms, and hallways) | Yes | No |
|--|------------|-----------|
| 1. Are public waiting rooms routinely searched? | _____ | _____ |
| 2. Are waiting rooms next to courtrooms? | _____ | _____ |
| 3. Are drop or removable ceilings used in waiting rooms? | _____ | _____ |
| 4. Are public rest rooms routinely searched? | _____ | _____ |
| 5. Are rest rooms next to courtrooms? | _____ | _____ |
| 6. Are drop or removable ceilings used in rest rooms? | _____ | _____ |
| 7. Do any trash receptacles allow easy concealment of contraband? | _____ | _____ |
| 8. Are directions (directories and floor plans, if appropriate) clearly posted in all public areas? | _____ | _____ |
| Offices Handling Money | | |
| 1. Does the cashier's window have security features? | _____ | _____ |
| 2. Is a large amount of cash in the office overnight or on weekends? | _____ | _____ |
| 3. Is there an adequate safe, vault, or strongbox? | _____ | _____ |
| 4. Is the safe approved by Underwriters' Laboratories? | _____ | _____ |
| 5. Are safes weighing less than 750 pounds securely fastened to the floor, wall, or set in concrete? | _____ | _____ |
| 6. Are combinations changed when personnel leave? | _____ | _____ |
| 7. When was the combination last changed? | _____ | _____ |
| 8. Is the safe or vault protected by an intrusion alarm? | _____ | _____ |

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- | | Yes | No |
|--|-------|-------|
| 9. Where does the intrusion alarm terminate? | | |
| <hr/> | | |
| 10. What is the response to an alarm? | | |
| Time | <hr/> | |
| Manpower | <hr/> | |
| 11. Is there a duress alarm in these offices? | <hr/> | <hr/> |
| 12. Where does the duress alarm terminate? | | |
| <hr/> | | |
| 13. Who escorts the employee carrying money to the bank? | | |
| a. sheriff | <hr/> | <hr/> |
| b. local police | <hr/> | <hr/> |
| c. State police | <hr/> | <hr/> |
| d. other (specify) <hr/> | | |
| e. no one | <hr/> | <hr/> |

Courthouse Procedures

- | | | |
|--|-------|-------|
| 1. Is there a security procedures manual for the courthouse? | <hr/> | <hr/> |
| 2. Are all data current and correct? | <hr/> | <hr/> |
| 3. Are emergency plans current? | <hr/> | <hr/> |
| 4. Is responsibility for declaring an emergency clearly fixed? | <hr/> | <hr/> |

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| | Yes | No |
|--|-------|-------|
| 5. Are the authority and chain of command in emergency plans clear and accurate? | _____ | _____ |
| 6. Are all emergency plans subject to periodic review and updating? | _____ | _____ |
| 7. Is there a procedure for handling medical emergencies involving the general public? | _____ | _____ |
| 8. Is first aid equipment, including oxygen, provided throughout the courthouse? | _____ | _____ |
| 9. Is that equipment periodically checked and tested? | _____ | _____ |
| 10. Is there a designated security officer for the courthouse? | _____ | _____ |
| 11. Is there a security guard on duty after normal working hours? | _____ | _____ |
| 12. If so, when and what hours? | | |
| <hr/> | | |
| 13. Is there a procedure for routine daily inspection of the courthouse? | _____ | _____ |
| 14. Are tenants given periodic instruction about the various emergency procedures? | _____ | _____ |
| 15. Are support agreements with other agencies written or informal? | _____ | _____ |
| 16. Are periodic fire and evacuation drills held? | _____ | _____ |

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| | Yes | No |
|---|-------|-------|
| 17. Are periodic security conferences held with: | | |
| a. judges | _____ | _____ |
| b. attorneys | _____ | _____ |
| c. tenants | _____ | _____ |
| d. supervising personnel | _____ | _____ |
| e. custodial personnel | _____ | _____ |
| 18. Are security plans coordinated with appropriate local, State, and Federal agencies? | _____ | _____ |
| 19. Are public, private, and prisoner circulation patterns separated and well defined? | _____ | _____ |
| 20. Is there a routine inspection of packages and shipments entering the courthouse? | _____ | _____ |

Courtrooms and Related Areas

Courtrooms: Location

| | | |
|---|-------|-------|
| 1. Do spaces above, below, and next to the courtroom present a security hazard? | _____ | _____ |
|---|-------|-------|

Courtrooms: Doors, Windows, and Other Openings

| | | |
|---|-------|-------|
| 1. Are all unused doors secured? | _____ | _____ |
| 2. Are the keys to all doors strictly controlled? | _____ | _____ |

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- | | Yes | No |
|--|-------|-------|
| 3. Are there separate entrances into the courtroom for: | | |
| a. judges | _____ | _____ |
| b. in-custody defendants | _____ | _____ |
| c. spectators | _____ | _____ |
| 4. Is the prisoner entry door far enough from the public seating area to prevent passing contraband? | _____ | _____ |
| 5. Are all windows draped to obscure vision (particularly of the bench) from outside? | _____ | _____ |

Courtrooms: Lights

- | | | |
|---------------------------------|-------|-------|
| 1. Is there emergency lighting? | _____ | _____ |
| 2. Are lights key controlled? | _____ | _____ |

Courtrooms: Furnishings

- | | | |
|--|-------|-------|
| 1. Is the main area or well separated from the spectators by a barrier? | _____ | _____ |
| 2. Is the judge's bench closed at both ends to restrict access from the well? | _____ | _____ |
| 3. Are the defendant's chair and the witness chair built to allow use of restraints? | _____ | _____ |
| 4. Are spectator seats solidly built and fastened to the floor? | _____ | _____ |
| 5. Are potential weapons, such as drinking glasses, water carafes, and ash trays, kept out of the defendant's reach? | _____ | _____ |

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| Courtrooms: Security Devices | Yes | No |
|--|------------|-----------|
| 1. Are routine checks made of: | | |
| a. alarms | _____ | _____ |
| b. emergency lighting | _____ | _____ |
| c. metal detectors | _____ | _____ |
| 2. Are metal detectors available for use? | _____ | _____ |
| 3. Is the bench reinforced to make it bullet resistant? | _____ | _____ |
| 4. With what? _____ | | |
| 5. Is there a duress alarm in the courtroom? | _____ | _____ |
| 6. Are duress alarm buttons installed at: | | |
| a. the bench | _____ | _____ |
| b. clerk's station | _____ | _____ |
| c. bailiff's station | _____ | _____ |
| d. chambers | _____ | _____ |
| e. judge's secretary's desk | _____ | _____ |
| f. other (specify) _____ | | |
| 7. Does this alarm have an audio-monitor capability? | _____ | _____ |
| 8. Is there an acceptable response capability for courtroom duress alarms? | _____ | _____ |
| 9. Does the courtroom have a telephone? | _____ | _____ |
| 10. Does the courtroom have a public address system? | _____ | _____ |

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- | | Yes | No |
|--|-------|-------|
| 11. Does the courtroom have a radio transmitter? | _____ | _____ |
| 12. Is the bailiff equipped with a portable transceiver? | _____ | _____ |
| 13. Does the transceiver net with: | | |
| a. sheriff's base station | _____ | _____ |
| b. security office | _____ | _____ |
| c. other (specify) _____ | | |
| 14. Are additional restraining devices available for use in the courtroom? | _____ | _____ |

Courtrooms: Security Procedures

- | | | |
|--|-------|-------|
| 1. Is there a policy for firearms to be carried into the courtroom by: | | |
| a. bailiffs | _____ | _____ |
| b. law enforcement officer witnesses | _____ | _____ |
| c. law enforcement officer spectators | _____ | _____ |
| d. other (specify) _____ | | |
| 2. Are bailiffs armed in the courtroom? | _____ | _____ |
| 3. Are bailiffs in uniform? | _____ | _____ |
| 4. Are prisoners kept in restraints except when in the courtroom? | _____ | _____ |

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- | | Yes | No |
|--|-------|-------|
| 5. Are there procedures for the emergency evacuation from the courtroom of: | | |
| a. prisoners | _____ | _____ |
| b. judges | _____ | _____ |
| c. jurors | _____ | _____ |
| 6. Do bailiffs understand procedures for emergency evacuation of prisoners from the courtroom? | _____ | _____ |
| 7. Is there a procedure for a search-screen operation for entry to courtrooms? | _____ | _____ |

Judges' Chambers and Related Offices

- | | | |
|---|-------|-------|
| 1. Are judges' chambers routinely searched for contraband by bailiffs or secretaries? | _____ | _____ |
| 2. Is visitor access controlled by clerks, bailiffs, or secretaries? | _____ | _____ |
| 3. Which? _____ | | |
| 4. Are suspicious packages or letters examined before delivery to judges? | _____ | _____ |
| 5. Do these chambers have more than one means of entry and exit? | _____ | _____ |
| 6. Do doors have automatic closing and locking hardware? | _____ | _____ |
| 7. Are the chambers routinely locked when the judge is not present? | _____ | _____ |

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- | | Yes | No |
|--|-------|-------|
| 8. When occupied by the judge, are the chambers' doors usually: | | |
| a. open | _____ | _____ |
| b. closed | _____ | _____ |
| c. locked | _____ | _____ |
| 9. Are outside views, particularly of judges' desks, obscured? | _____ | _____ |
| 10. Are judges routinely escorted between parking areas, chambers, and the courtroom? | _____ | _____ |
| 11. Are judges escorted between parking areas, chambers, and the courtroom during high-risk or sensitive trials? | _____ | _____ |
| 12. Do chambers have duress alarms? | _____ | _____ |
| 13. Is there acceptable response capability for these alarms? | _____ | _____ |
| 14. Do any judges carry firearms? | _____ | _____ |
| 15. Do any judges keep firearms in their chambers? | _____ | _____ |
| 16. Do any judges keep firearms at the bench? | _____ | _____ |

Witness Waiting Rooms

- | | | |
|--|-------|-------|
| 1. Are witness waiting rooms provided? | _____ | _____ |
| 2. Is it possible to separate prosecution and defense witnesses? | _____ | _____ |
| 3. Is public access to waiting rooms restricted? | _____ | _____ |

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- | | Yes | No |
|--|-------|-------|
| 4. Are light switches located outside the waiting rooms? | _____ | _____ |

Attorney-Client Conference Rooms

- | | | |
|--|-------|-------|
| 1. Are rooms provided in the courthouse for attorney-client conferences? | _____ | _____ |
| 2. Are these rooms secure? | _____ | _____ |
| 3. Do the rooms have drop or removable ceilings? | _____ | _____ |
| 4. Can the rooms be locked? | _____ | _____ |
| 5. Are the rooms routinely searched for contraband before and after use? | _____ | _____ |
| 6. Are conferences visually observed at all times? | _____ | _____ |

Jury Deliberation Room

- | | | |
|--|-------|-------|
| 1. Is the jury deliberation room next to the courtroom or accessible through a controlled passage? | _____ | _____ |
| 2. Are the windows draped? | _____ | _____ |
| 3. Are rest rooms provided as an integral part of the deliberation area? | _____ | _____ |
| 4. Is the deliberation room soundproofed well enough to prevent unauthorized persons from eavesdropping? | _____ | _____ |
| 5. Is the deliberation room routinely searched for contraband before occupancy? | _____ | _____ |
| 6. Is the deliberation room locked when unoccupied? | _____ | _____ |

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| Prisoner Reception Area | Yes | No |
|--|------------|-----------|
| 1. Are prisoners brought from jail to the reception area in the courthouse by: | | |
| a. elevator | _____ | _____ |
| b. stairway | _____ | _____ |
| c. tunnel | _____ | _____ |
| d. bridge | _____ | _____ |
| e. vehicle | _____ | _____ |
| f. foot | _____ | _____ |
| 2. Do prisoners brought from outside the courthouse enter through a: | | |
| a. public entrance | _____ | _____ |
| b. private entrance | _____ | _____ |
| c. sally port | _____ | _____ |
| 3. Is the area equipped with gates that can close the area to the public? | _____ | _____ |
| 4. Is there more than one means for vehicles to exit from the area? | _____ | _____ |
| 5. Are gates electronically controlled from a remote station? | _____ | _____ |
| 6. Is an interlocking system used so that the outer gate can be closed and locked before the door to the building is opened? | _____ | _____ |
| 7. Is this area monitored by closed-circuit TV? | _____ | _____ |

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- | | Yes | No |
|---|-------|-------|
| 8. Is this area used exclusively for prisoner movement? | _____ | _____ |
| 9. Is the entrance for prisoners out of public view? | _____ | _____ |

Restricted and Secure Passageways

- | | | |
|--|-------|-------|
| 1. Do prisoners walk through public areas when going from temporary holding areas to court? | _____ | _____ |
| 2. Are restricted passages also used by judges and court staff? | _____ | _____ |
| 3. Are restricted or secure passageways monitored by closed-circuit TV? | _____ | _____ |
| 4. Are law enforcement officers required to leave guns in locked cabinets before entering restricted or secure passages? | _____ | _____ |
| 5. Are restricted passageways locked with keys that cannot normally be duplicated commercially? | _____ | _____ |
| 6. Are keys to secure passageways issued to people other than sheriff's personnel? | _____ | _____ |
| 7. Are security staff forbidden to remove secure passageway keys from the building? | _____ | _____ |
| 8. Are the stairways used for prisoner movement adequately lighted? | _____ | _____ |
| 9. Are stairways and stairwells enclosed with protective metal grilles? | _____ | _____ |
| 10. Are stairways monitored by closed-circuit TV? | _____ | _____ |

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| Temporary Holding Areas | Yes | No |
|---|-------|-------|
| 1. Are temporary holding facilities located in the court building? | _____ | _____ |
| 2. If not, where are prisoners held? _____ | | |
| 3. How many temporary holding cells are there? _____ | | |
| 4. Are prisoners moved from the reception area to a temporary holding area by a secure or restricted: | | |
| a. elevator | _____ | _____ |
| b. stairway | _____ | _____ |
| c. tunnel | _____ | _____ |
| d. bridge | _____ | _____ |
| 5. Do temporary holding cells open directly into: | | |
| a. the court | _____ | _____ |
| b. a restricted passage | _____ | _____ |
| 6. Are adequate toilet facilities available for prisoners? | _____ | _____ |
| 7. Are lights for the holding area controlled from outside the cells? | _____ | _____ |
| 8. Do cells have emergency lights? | _____ | _____ |
| 9. Do cell doors have observation ports? | _____ | _____ |

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| | Yes | No |
|---|-------|-------|
| 10. Is at least one holding cell equipped for audio or visual coverage of courtroom proceedings? | _____ | _____ |
| 11. How are cell doors locked: | | |
| a. electrically | _____ | _____ |
| b. manually | | |
| 12. Are cell doors locked and unlocked from: | | |
| a. a remote command center | _____ | _____ |
| b. directly | _____ | _____ |
| c. both | _____ | _____ |
| 13. Are keys to temporary holding cells issued to people other than sheriff's personnel? | _____ | _____ |
| 14. Are temporary holding areas locked with keys that cannot normally be duplicated commercially? | _____ | _____ |
| 15. Are cells and areas used by prisoners routinely searched for contraband before and after use? | _____ | _____ |
| 16. Are cells built securely and in a way that reduces opportunities for self-inflicted injuries by prisoners? | _____ | _____ |
| 17. Are law enforcement officers required to leave guns in locked cabinets before entering temporary holding areas? | _____ | _____ |
| 18. Are prisoners kept in restraints except when in the cell? | _____ | _____ |
| 19. Are additional restraining devices available? | _____ | _____ |
| 20. Are telephones available? | _____ | _____ |

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- | | Yes | No |
|---|-------|-------|
| 21. Are juveniles routinely separated from other prisoners? | _____ | _____ |
| 22. Are females routinely separated from other prisoners? | _____ | _____ |
| 23. Do prisoner feeding procedures present escape opportunities? | _____ | _____ |
| 24. Are there procedures for the emergency evacuation of prisoners from temporary holding areas? | _____ | _____ |
| 25. Do security and transportation officers understand procedures for emergency evacuation of prisoners from temporary holding areas? | _____ | _____ |

Security Equipment Storage Area

- | | | |
|--|-------|-------|
| 1. Are the number of gun cabinets adequate? | _____ | _____ |
| 2. Are storage areas locked with keys that cannot normally be duplicated commercially? | _____ | _____ |

Prisoner Procedures

- | | | |
|--|-------|-------|
| 1. Is there a procedure for handling the medical emergencies of prisoners? | _____ | _____ |
|--|-------|-------|

Please use an additional page to offer any specific comments or suggestions for improvements in the security of the courthouse.